



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 363.5

Job Title: **ASSISTANT PURCHASING AGENT (EXE LEV)**

Pay Grade: 30

GENERAL SUMMARY:

Provides quality procurement activities ensuring efficient and cost effective delivery of goods and services to multiple departments.

RESPONSIBILITIES:

- Manages personnel in providing quality procurement of goods and services.
- Conducts special procurement-related studies and projects.
- Develops and coordinates installation of creative and innovative concepts.
- Audits work results to ensure high quality standards.
- Interfaces with vendors to achieve conflict resolution.
- Directs purchasing and contract administration to ensure compliance with all applicable regulations.
- Develops long- and short-range procurement plans to enhance the operating department's goals and objectives.
- Allocates procurement assignments to achieve maximum utilization of resources.
- Manages staff and general office activities which include hiring, training, evaluating, coaching and counseling of staff.
- Manages accounting, payroll and budget functions.
- Supervises and coordinates computer and telecommunications hardware installation, systems training, networking and troubleshooting.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Materials Management, Purchasing or a closely related field.

EXPERIENCE:

Seven years of professional experience in the purchasing or distribution field are required. Directly related professional experience may be substituted for the above education requirement on a year-for-year basis.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions such as hirings, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Assistant Purchasing Agent (Executive Level)

Effective: October 1990

Revised: February 1995